



CITY OF SUISUN CITY RECREATION AND COMMUNITY SERVICES

APPLICATION FOR RENTAL USE OF SUISUN CITY FACILITIES

611 VILLAGE DRIVE, SUISUN CITY, CA 94585

(707)421-7200, FAX (707)421-7382

PLEASE READ REVERSE SIDE CAREFULLY BEFORE COMPLETING

1. Name of Group/Applicant: _____ Estimated Attendance: _____

2. Date of Use: _____ Mon Tues Wed Thurs Fri Sat Sun

3. Event Start Time: _____ a.m. / p.m. Event End Time: _____ a.m. / p.m. BUILDING TO BE OPENED AT: _____ a.m. / p.m.
(Event times are given a 1 hr. set up prior to start time and 1 hr. clean up after end time at no cost. Additional hours maybe purchased if needed.)

4. Is there an early open requirement? _____ Reason: _____ EARLY OPENING TIME: _____ a.m. / p.m.

5. Day Phone: (_____) _____ Fax or Cell: (_____) _____

6. Address: _____ City/Zip: _____

7. Designate Person in Charge: _____ Email: _____

8. Day Phone: (_____) _____ Fax or Cell: (_____) _____

9. Facility Requested: (Check one) Banquet Room Banquet Room/ kitchen Banquet Room / Meeting Rooms _____

Kitchen Meeting Room A Meeting Room B Meeting Room C Classroom 1 Meeting Rooms Combined _____

Senior Center Banquet Room Senior Center Meeting Room Senior Center Both Rooms Senior Center Kitchen

10. Type of Activity: _____ Non-profit organization? Yes / No
(If birthday state age, if graduation state school)

11. Alcoholic Beverages Served? _____ Alcoholic Beverages sold? _____ ABC Permit Required? _____

12. Admission charge or other form of fees collected? _____ Will a commercial caterer be used? _____

13. Name of Caterer: _____ Caterer's Phone: _____

Room setup will be done the night before, setup diagram should be submitted 1 week prior to event

HOLD HARMLESS AND INDEMNIFICATION AGREEMENT FOR COMMUNITY FOR COMMUNITY CENTER FACILITIES

The applicant hereby agrees to indemnify and hold harmless the City of Suisun City, its officers, agents and employees against any and all claims, demands, costs, expenses and liability of every kind, nature and description directly and indirectly arising from the use of the Facility permitted under this application, except for damages arising from the sole negligence or will full acts of the City. I certify that I shall accept responsibility on behalf of my group/organization for any damages or theft sustained by the City (premises, furniture or equipment) because of the occupancy of said premises by our group/organization. I have read and agree to comply with the rules and regulations stated within this contract. **The cost of any special cleaning or damage to the facility, equipment or grounds, due to the event, will be deducted from the damage deposit or charged to the listed "Person in Charge".**

Renter are not allowed to move tables or raise or lower blinds, any damages caused by doing so without staff help will result in deduction from Damage Deposit.

Date: _____ Signature: _____

How did you hear about us? Previous rental Friend Yellow Pages Internet Other

FOR RECREATION & COMMUNITY SERVICES DEPARTMENT ONLY

Date Received: _____ By: _____ Floor Plan Turned In: _____

Security Guards Required: _____ Number of Officers: _____

ABC License Required: _____ Due on file by: _____ Received: _____

Insurance Required: _____ Due on file by: _____ Received: _____

Comments: _____

- Recreation Dept.
- City dept.
- School District
- Co-sponsored
- Non-profit/Other Government
- Public
- Commercial
- Private

GENERAL RULES FOR RENTAL USE OF SUISUN CITY FACILITIES

Recreation buildings and facilities under jurisdiction of the City of Suisun City are primarily for recreational use. The following Rules and Procedures are for facility reservations and use. This is a summary of the community center Rules and Regulations and **should not** be construed as complete. Copies of the Rules and Regulations are available at the community center.

- 1. RESERVATIONS:** Can be made in person during community center business office hours 9:00a.m. to 5:00 p.m., Monday through Friday by residents or non-residents who are adults (18 years of age or older). For events where alcohol is served or sold, applicant must be 21 years of age. **NO RESERVATIONS CAN BE MADE OVER THE PHONE.** Telephone inquiries as to available dates should not be considered as confirmed reservations. An application for use of the community center must be submitted and approved by the Recreation & Community Services Department at least six (6) weeks prior to the date of usage. Reservations cannot be accepted if there are outstanding bills from previous use.
- 2. FEE / DEPOSIT:** Will be required prior to approval of application. (FEES ARE ESTABLISHED BY SUISUN CITY COUNCIL AND ARE SUBJECT TO REVISION AT ANY TIME.)
FEES: Fees and/or deposits can be paid by cash, check, money order or credit card and must be paid prior to approval of facility use. Rental fee balances will be due 90 days prior to the event. All groups renting within 90 days of event will pay full fees and deposits a time of booking, in cash or credit card only.
CLEANING / DAMAGE DEPOSIT: For all facility rentals a cleaning / damage deposit is required and due when rental application is submitted. The cleaning / damage deposit may be waived for a local non-profit or public agency for use such as meetings, which require little or no clean up.
- 3. SET-UP:** Rental of facilities shall guarantee a minimum of one hour of preparation time immediately prior to the event. If additional time is required for preparation, the Recreation & Community Services Department must be notified 15 working days prior to the event and the regular hourly room rate will be charged as availability allows.
- 4. DECORATIONS:** All decorations must be fireproof or of fire retardant materials and must not cover or obstruct exits. Adhesives, nails, screws, tacks, etc. in walls, woodwork or on windows are prohibited. Only approved tape will be permitted for installing decorations. A minimum penalty of \$50 will be deducted from renter's deposit for not adhering to this regulation. Office staff can provide fee information for extra decorating time if needed.
- 5. TECHNICAL REQUIREMENTS:** The use of any devices such as firearms, live explosives, and lasers require prior notice and written approval from the Police and Fire Departments. Open flames, (including hand held candles) of any sort are strictly prohibited, unless prior notice and written approval has been given by the Fire Department and cleared through Community Center staff.
- 6. EQUIPMENT USE:** Special equipment use (i.e., microphones, projectors, extension cords, etc.) May require a deposit and must be returned upon completion of the event. If equipment is not returned, lost, or not in operable condition upon return, user will be charged full value for said equipment.
- 7. CLEAN-UP:** Each group has a one-hour grace period to clear the facility of equipment and supplies brought in for the event. If additional time is required, the hourly room rental rate will be charged.

Every group is expected to clear the facility of all decorations, equipment, and supplies brought in for the event including, but not limited to debris on the floors. It is expected that the room be left in the same condition as it was prior to rental. **The Community Center will not be responsible for equipment or supplies left in the building.**

Applicants will be subject to forfeiture of the cleaning / damage deposit and / or additional charges upon completion of the activity for violations of the clean-up policy (i.e., excessive spills or trash on floors, chairs and tables left dirty, kitchen not cleaned, etc.)

- 8. CANCELLATIONS:** There is a charge of 10% of rental fee or \$50, whichever is less, for cancellation or rescheduling 90 days or more in advance of event date. One-half the total rental fee will be forfeited for cancellations within 90 days of the event date. Failure to pay rental balance within 90 days of the scheduled event will result in forfeiture of the deposit and fees paid and will result in the cancellation of the event.
- 9. LIABILITY INSURANCE: All rental uses require liability insurance.** Any time alcoholic beverages are present, the applicant is required to carry Liability Insurance with HOST LIQUOR LIABILITY COVERAGE INCLUDED. **(PLEASE NOTE: Purchase of Liability Insurance does not buy the patron an Alcoholic Beverage Control License and should not be considered as such.)** If alcohol is sold or included as part of an admission price, an ABC special license will be required. ABC special licenses are only available to registered non-profit organizations in California. A copy of the ABC license must be submitted 15 working days prior to the event.

Liability insurance, with or without liquor liability coverage as needed, in the amount of \$1,000,000 must be provided for all events.

- 10. SECURITY:** The Recreation and Community Services Department requires security officers at events that are deemed necessary at the renter's expense.
- 11. YOUTH/ADULT DANCES:** Any group wishing to hold a dance that will be open to the public must have approval from the Suisun City Police Department.
- 12. EVENTS IN HONOR OF MINORS:** Any event in honor of a minor must end by 10:00 p.m. and no alcohol will be allowed.

Business Office Hours: Monday through Friday 9:00 a.m. to 5:00 p.m.

REVISED (12/2013)